

**GEORGETOWN / SCOTT COUNTY
BUILDING INSPECTION DEPARTMENT
530 BOURBON STREET
GEORGETOWN, KY 40324**

**REQUIREMENT CHECKLIST
FOR COMMERCIAL
BUILDING PERMIT APPLICATIONS**

THE FOLLOWING ITEMS MUST BE SUBMITTED AT TIME OF APPLICATION

— **PERMIT APPLICATION** COMPLETED IN FULL - INCLUDING CONTRACTOR LIST

— TWO (2) COMPLETE SETS OF **CONSTRUCTION PLANS** INCLUDING:

1. FLOOR PLAN
2. TYPICAL WALL SECTION
3. FOUNDATION PLAN
4. ELECTRICAL PLAN
5. ELEVATION DRAWINGS
6. SITE SURVEY OR SITE PLAN BEARING THE SIGNATURE AND SEAL OF A KENTUCKY REGISTERED LAND SURVEYOR SHOWING LOCATION OF THE NEW STRUCTURE ON THE SITE WITH ACCURATE DISTANCES TO LOT LINES

— **SIGNED FINAL DEVELOPMENT PLAN** (IF APPLICABLE)

— **APPROVAL LETTER** FROM DEPARTMENT OF HOUSING, BUILDINGS & CONSTRUCTION (IF APPLICABLE)

— **SITE EVALUATION OR SEWAGE OCCUPANCY PERMIT** FROM HEALTH DEPARTMENT (IF NOT ON CITY SEWER)

— **INSURANCE CERTIFICATE OR SIGNED AFFIDAVIT** (WORKERS COMP/ UNEMPLOYMENT)

— **BUILDING PERMIT FEE** (PER COST/FEE SCHEDULE)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE BUILDING INSPECTION DEPARTMENT AT 502-863-9802 / FAX 502-863-9812.